



MINEHEAD TOWN COUNCIL

Agenda

Members of the public are invited to attend the Meeting of Minehead Town Council to be held on

Tuesday 16th December 2025 at 7.30 pm in
the Community Centre, Irnham Road, Minehead TA24 5DW

There will be a 15-minute open forum prior to the start of the Meeting for residents of Minehead to raise with councillors any matters related to the town.

1. To receive apologies for absence.
2. To receive disclosures of unregistered or other interests and to consider any prior requests for dispensations from councillors on matters to be considered at the meeting.
3. To receive reports from Somerset Councillors and the Local Policing Team.
4. To receive updates from councillors on Advisory groups and Outside Bodies.
5. To approve and sign the Minutes of the [Full Council Meeting held on Tuesday 25th November 2025](#)
6. To receive the Minutes of the [Planning & Licencing Committee Meeting held on Tuesday 2nd December 2025](#)
7. Accounts
 - i. To approve the following payments (*See Councillor attachment*):
 - Payment of **£9,310.00** to Simon Scotting Tree Consultancy and Training for the Provision of Tree Safety Management Policy and 25 x tree surveys (*Works agreed at the Full Council meeting in September 2025 Minute Number 2025/147*)
 - Payment of **£7,440.00 inc. VAT** to Encore Electrical for the installation of the festive lighting in Minehead (*Two-year extension of the Christmas lights supply and installation contract agreed at the Full Council meeting in December 2023 Minute Number 7, Item 5*)
 - Payment of **£3,024.00 inc. VAT** to Danfo UK Ltd for 50% of overall sales value for new accessible toilet door at Warren Road Public Conveniences. (*Work approved at the Full Council meeting in November 2025, Minute Number 2025/197*)
 - Payment of **£1,000** to Somerset Council for a contribution towards a new webcam at Minehead Harbour. (*Contribution approved at the Finance and General Purposes Committee Meeting in September 2025, Minute Number 2025/67*)
 - Payment of **£798.00 inc. VAT** to CJ Lynch & Sons for patching of potholes at Alcombe combe/common. (*Works agreed at the Finance and General Purposes Committee Meeting in October 2025, Minute Number 2025/75*)

- Payment of **£570.71 inc. VAT** to Proludic for the supply and delivery of a replacement net for the pirate ship play area on the seafront (*Purchase approved at the Finance and General Purposes Committee Meeting in October 2025, Minute Number 2025/74*)
 - Payment of **£2,521.21 inc. VAT** to Glasdon for two new benches, plaques and ancillaries at Bratton Walk and at Quay West between Lifeboat Station and Culvercliffe Open Space (*One bench funded through S106 funding and another funded by a private donation*)
 - Payment of **£600.00** to Southwest Stages for Temporary staging at Christmas Light Switch on Event. (*Delegated authority authorised to the clerk for Christmas event expenditure at the Full Council Meeting in June 2025, Minute number 2025/108*)
 - Payment of **£524.05 inc. VAT** to Fix the bog for 2 x replacement electrical flushes and ancillaries for Summerland Car Park Public Conveniences.
- ii. To receive the payments made in November (*See attachment*)
 - iii. To receive budget income & expenditure reports for November (*See attachment*)
 - iv. To receive income receipts for November (*See attachment*)
 - v. To receive bank reconciliations for November (*See attachment*)
8. To receive a report on Minehead Town Council's accounting software and to consider the options. (*See attachment*)
 9. To review progress on the Minehead Town Council Public Interest Report Action Plan and to carry out a six-monthly review of the Honorarium Bonus, Expenses, and Temporary Responsibility Allowance (TRA) Payments Policy. (*See attachment*)
 10. To receive a progress report on Minehead Town Council's Targeted Street weed control strategy and to consider the options for 2026. (*See attachment*)
 11. To consider a quotation of **£1,330 exc. VAT** for boiler repairs at the Community Centre. (*See councillor attachment*)
 12. To receive an update on the recently completed tree surveys, review the recommended works and confirm that councillors are satisfied for the Clerk to proceed with organising the higher priority works. (*See attachment*)
 13. To consider a quotation of **£3,240 exc. VAT** for a Reinstatement Cost Assessment for Minehead Town Council buildings. (*See councillor attachment*)
 14. To consider a request from Minehead Football Club for the temporary placement of two 10 ft x 8 ft containers adjacent to the existing container at Irnham Recreation Ground.
 15. To receive an update on Twinning following the recent meeting between Minehead Town Council and the Twinning Society and to review Council representation on the Society, as well as confirm that the Town Council will formally invite representatives from Saint Berthevin to visit Minehead in 2026.

16. To note there is an underspend of **£1,240** from the Section 106-funded “New Benches in The Parks” project and the remaining funds will be used to purchase and plant new perennials throughout Parks Walk.

17. To receive and note the midterm internal auditors report. (*See attachment*)

A handwritten signature in black ink, appearing to be 'BP' followed by a stylized flourish.

Ben Parker

Town Clerk

11th December 2025